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Transportation

**RECEPTION OF HAZARDOUS/SENSITIVE
CARGO**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policy, responsibilities and procedures for accepting surface shipments of Department of Defense (DOD) hazardous/sensitive cargo. It applies to all Andrews Air Force Base (AFB) units responsible for the transportation, storage and handling of hazardous or sensitive cargo.

1. Objectives.

1.1. This instruction normally applies to cargo destined for Andrews AFB. In-transit shipments with verified emergencies can be accepted only at the discretion of the wing commander. Andrews AFB is not an established holding area (Safe Haven) for in-transit DOD cargo shipments. Reference Military Traffic Management Command (MTMC) Pamphlet 385-1, *Safe Haven/Refuge Secure Holding Locations*.

2. Responsibilities.

2.1. All personnel involved in the reception, handling and storage of hazardous/sensitive cargo must be familiar with Andrews AFB Explosives Safety Program.

2.2. The following functional areas will establish and maintain procedures in support of this instruction: Logistics Readiness, Security Forces Squadron (SFS) and Supply. See Inspection Checklist/LGRT (**Attachment 2**), Inspection Checklist/SFS (**Attachment 3**), Inspection Checklist/LGSM (**Attachment 4**), and Inspection Checklist/Explosive Safety Manager (SEV) (**Attachment 5**).

2.3. The following general responsibilities for all functional areas apply:

2.3.1. Logistics Readiness is the OPR for this instruction.

2.3.2. Traffic Management Office (TMO): Maintain standby procedures/roster for inspection of vehicles and receipt of freight.

2.3.2.1. Coordinate on load class C and sensitive cargo.

2.3.2.2. Coordinate with MTMC when installation provides services not covered by bill of landing/normal contracting procedures.

2.3.3. Security Forces: Designate preferred entry control points for regular duty hours and preferred entry control points for after duty hours. (Explosives, North Gate only.)

2.3.3.1. Routes to be traveled by vehicle (see map, [Attachment 6](#)).

2.3.3.2. Provide escorts to offloading/on-loading points and again upon departure from Andrews AFB.

2.3.3.3. Coordinate security requirements with owner/user.

2.3.4. Munitions: Maintain standby procedures/roster allowing receipt capability on 24-hour basis.

2.3.4.1. Provide TMO/SFS a copy of standby roster.

2.3.4.2. Offload/Onload explosives.

2.3.4.3. Sign associated documents and forward to TMO as required.

GLENN F. SPEARS, Brig Gen, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

MTMC Pamphlet 385-1, *Safe Haven/Refuge Secure Holding Locations*

Abbreviations and Acronyms

AFB—Air Force Base

AMC—Air Mobility Command

DOD—Department of Defense

LGSM—Supply Management

MSA—Munitions Storage Area

MTMC—Military Traffic Management Command

N.E.W.—Net Explosive Weight

SEV—Explosives Safety Manager

SFS —Security Forces Squadron

TMO—Traffic Management Office

REPSHIP—Report of Shipment

Attachment 2

89 LRS/LGRT CHECKLIST

Freight Section Checklist

	YES	NO
1. Upon notification of cargo arrival by Security Forces:		
a. Determine if cargo warrants special handling or security, advise gate guard.		
(1) Contact base supply/munitions handling: Ph: 2-3667 during duty hours, by beeper after duty hours.		
(2) Advise SFS Law Enforcement of security requirement: Ph: 2-2001.		
(3) Advise base safety: Ph: 2-6672/2-5585.		
(4) Advise fire department: Ph: 2-4985.		
b. Proceed to North Gate to inspect incoming vehicle, using DD Form 626 (Motor Vehicle Inspection Transportation Hazardous Material). Also use DD Form 836 if necessary.		
Approve entry onto Andrews AFB with SFS concurrence. If escort is required, carrier will wait for freight section personnel to escort.		
c. Process inbound paper work immediately, and complete appropriate REPSHIP action.		
2. All munitions 1.2, 1.3, 1.4 or higher must be stored at the munitions storage area.		

Attachment 3

89 SFS CHECKLIST

Security Forces Checklist

	YES	NO
1. Determine if cargo is destined for Andrews AFB. a. Is Commercial Bill of Lading (CBL) of cargo consigned for Andrews AFB?		
2. If cargo is not destined for Andrews AFB, refer to MTMC Safe Haven Pamphlet 385-1, Annex A, Attachment 1 , this instruction.		
3. If cargo is destined for Andrews AFB, advise the TMO, Freight Section (89 LRS/LGRT).		
a. Normal duty hours are: 0730 thru 1630, Monday through Friday, Excluding holidays. Contact the Freight Section at ext. 2-4446/7.		
b. After normal duty hours, contact vehicle dispatch 24-hour dispatcher at ext. 2-4661. Dispatcher will contact TMO standby personnel.		
4. NOTE: For class C explosives and sensitive shipments arriving during normal duty hours, see 3.a. above.		

Attachment 4

MUNITIONS CHECKLIST

Munitions Checklist		
	YES	NO
1. Upon notification of cargo arrival by SFS/TMO;		
a. Respond to Munitions Storage Area (MSA) and prepare to store/ship cargo.		
b. INCOMING:		
(1) Offload cargo from explosives laden vehicle.		
(2) Store cargo intransit storage bay.		
(3) Notify fire department of fire symbol.		
(4) If vehicle has explosives remaining onboard, notify SFS and request escort.		
c. OUTBOUND:		
(1) Upload cargo on explosives laden vehicle from intransit storage bay.		
(2) Notify fire department if there is a fire symbol change.		
(3) Contact SFS for escort.		
d. Secure area, notify SFS of departure from MSA.		
2. In-transit explosive shipments not destined for Andrews AFB and approved for entry by the wing commander will be stored in the MSA.		

Attachment 5**INSPECTION CHECKLIST/EXPLOSIVE SAFETY MANAGER CHECKLIST**

Safety Manager Checklist

	YES	NO
SEV will:		
1. Conduct semiannual inspections to evaluate the management of assigned resources and to determine tasked organization's ability to perform its assigned mission, per AAFBR 127-100 (Being revised to AAFBI 91-202).		
2. Provide technical assistance to tasked organizations in developing unit programs in support of this instruction.		
3. Provide technical assistance in preparation of short-notice waivers, as needed. Assign waiver control numbers from the master control log.		

Attachment 6

MARYLAND SAFE HAVENS MAP



Attachment 7

MARYLAND SAFE HAVENS

<u>City</u>	<u>Name of Facility/Phone</u>	<u>Location of Facility</u>	<u>Safe Haven/ Refuse</u>	<u>Class</u>	<u>N.E.W.</u>
1. Aberdeen	Aberdeen Proving Grd (410) 279-4304 After Hours (410) 278-5291, DSN: 298	The installation consists of two separate areas designated Aberdeen Area and Aberdeen Proving Grounds. The entrance to the Aberdeen Area, is reached by State Hwy 715, branching from US Hwy 40, 27-1/2 miles NE of Baltimore, and 1-1/2 miles from Aberdeen. The entrance to the Harford Gate is reach by State Hwy 22, exiting on I-95 and US Hwy 40. The entrance to the Proving Ground is in State Route 24, 2 miles east of US Hwy 40 and I-95, 21 miles NE of Baltimore, MD.	Yes/Yes	All	100,000
<u>City</u>	<u>Name of Facility/Phone</u>	<u>Location of Facility</u>	<u>Safe Haven/ Refuse</u>	<u>Class</u>	<u>N.E.W.</u>
2. Annapolis	Naval Academy (410) 293-4338 After Hours (410) 293-3972, DSN: 281	The entrance is at the front of Maryland Ave in Annapolis. The freight department is located within the Naval Station, North Severn, Annapolis, MD. The entrance to the Naval Station may be reached from State Hwy 450 via State Hwy 648 and 672. Entrance is 5 miles NE of Annapolis.	Yes/Yes	1.3	3,000
<u>City</u>	<u>Name of Facility/Phone</u>	<u>Location of Facility</u>	<u>Safe Haven/ Refuse</u>	<u>Class</u>	<u>N.E.W.</u>
3. Indian Head	Naval Ordnance Station (301) 743-4266 or 491-5677 (301) 743-4266 After duty hours (301) 743-4438, DSN: 354	The entrance is at the end of State Hwy 210, 30 miles S of Washington, DC and in the city of Indian Head	Yes/Yes	All	200,000

	<u>City</u>	<u>Name of Facility/Phone</u>	<u>Location of Facility</u>	<u>Safe Haven/ Refuse</u>	<u>Class</u>	<u>N.E.W.</u>
4.	Patuxent River	Naval Air Station DSN 356- 3350 (301) 863-3350, DSN 356-3208 (Refuge only) (301) 863-3208	The entrance is located on State Hwy 235 at Lexington Park, MD 65 miles SE of Washington, DC	Yes/Yes	All	30,000

Attachment 8

EXPLOSIVE MOVEMENT ROUTES

